

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:**        **Municipal Court**

**AGENDA DATE:**     **06/07/05**

**CONTACT PERSON/PHONE:**        **Municipal Clerk, Richarda Duffy Momsen (915) 541-4532**

**DISTRICT(S) AFFECTED:** **N/A**

**SUBJECT:**

**APPROVE:** Staffing Table Change Request for Municipal Court Sentencing Coordinator

**BACKGROUND / DISCUSSION:**

The creation of this classified position was requested by the Municipal Clerk to allow the position to be moved from a contract to a Civil Service position. The position will have the responsibility of coordinating compliance of court ordered community service programs and sentencing for juveniles and adults.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Already budgeted for FY/05.

Fund Source: 11010011-01101-11000

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

As per Civil Service Action on 05/26/05

\*\*\*\*\***REQUIRED AUTHORIZATION**\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: 5/27/05

CITY OF EL PASO  
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 6/7/05

INITIALS 2005-87

Date sent to Human Resources: 6/7/05

DEPARTMENT NAME: Municipal Clerk	(1) HR DEPARTMENT ID 11	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: 6/7/05
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A=add

\*R/T/C = Regular, Temporary, Contract

D=delete

(3) (4) (5) (6) ACTIONS (7)

\*-Position Type \*L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	1	1	COFEP	11010011-01101-11000		5326	Municipal Court Sentencing Coordinator	PM 75	R	L
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		

(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☒ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Per CSC action of 5/26/05 wherein the creation of this position was approved to plan, implement and coordinate compliance of court ordered community service programs and sentencing for juveniles and adults. Approval of this job classification will result in the replacement of a contract position with a Civil Service position at the conclusion of the recruitment and selection process.

## ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS	(11) DEPARTMENT BUDGET
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(12) DEPARTMENT HEAD SIGNATURE:	DATE:	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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## HUMAN RESOURCES DEPARTMENT RECOMMENDATION

<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <i>RLS</i> <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	COMMENTS	HUMAN RESOURCES DIRECTOR	DATE
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## O.M.B RECOMMENDATION / CITY MANAGER APPROVAL

COMMENTS:
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RECOMMENDATION <input type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER
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APPROVED: \_\_\_\_\_  
DATE